OHIO UNIVERSITY
LIBRARY

THE UNIVERSITY OF MICHIGAN BUREAU OF INDUSTRIAL RELATIONS

PERSONNEL MANAGEMENT ABSTRACTS

ANNUAL INDEX, VOL. 7, JAN.-DEC., 196

GEORGE S. ODIORNE
Editor-In-Chief

Editorial Advisory Board

E. WIGHT BAKKE
Director
Labor and Management Center
Yale University

PAUL BECHER
Editor, Business and Economics
Charles E. Merrill Books, Inc.

FLOYD A. BOND
Dean
Graduate School of Business Administration
The University of Michigan

JOHN J. BURKE
Area Manager, Los Alamos
Atomic Energy Commission

RICHARD P. CALHOON
Professor of Personnel Management
School of Business Administration
University of North Carolina

CURTIS L. COLLISON
Manager, Personnel Relations
The Chemical Group
General Aniline & Film Corporation

JESSE L. MICHAELSON
Consultant, General Engineering Laboratory
General Electric Company

PAUL PIGORS
Professor of Industrial Relations
Massachusetts Institute of Technology

HOWARD A. PILKEY
Manager of Training
The Carborundum Company

CARL H. RUSH
Senior Vice President and Director of Research
Ted Bates & Company

ELEANOR H. SCANLAN
Reference Librarian
Bureau of Industrial Relations
The University of Michigan

H. WALTER SHAW
General Manager
Technical Education Department
McGraw-Hill Book Company

PHILIP W. SHAY
Executive Director
Association of Consulting Management Engineers

HARRY W. SHEARER
Personnel Manager
United States Plywood Corporation

CLOYD S. STEINMETZ
Director, Sales Training
Reynolds Metal Company

NATHANIEL STEWART
Agency for International Development
Department of State

EARL P. STRONG
Asst. Dean and Professor of Management
College of Business Administration
Pennsylvania State University

MORRIS S. VITELES
Professor of Psychology
University of Pennsylvania

CHARLES R. WEAVER
Director of Personnel
Thompson's Honor Dairy

EDITORIAL STAFF

MANAGING EDITOR
Albert W. Schrader

ASSISTANT EDITOR
Sally Steinmetz

CONTRIBUTING EDITORS
L. Clayton Hill
Gene Kyser
John B. Seal, Jr.
Eric Vetter
Lawrence L. Steinmetz
Bruce M. Steeb

CIRCULATION MANAGER
Elaine Puppe

SEND CHANGES OF ADDRESS AND SUBSCRIPTION ORDERS TO:

Circulation Manager, Bureau of Industrial Relations

354 Business Administration, The University of Michigan

Ann Arbor, Michigan

Subscription Rates: $10.00 a year

Published quarterly by the Bureau of Industrial Relations, The School of Business Administration, The University of Michigan. The views expressed in the articles, abstracts and exhibits are not necessarily those of the Bureau of Industrial Relations nor of The University of Michigan.
Copyright, 1962 by The University of Michigan. Founded in 1955 by Dr. Nathaniel Stewart.
Application to mail at second class postage rates is pending at Ann Arbor, Michigan.

OHIO UNIVERSITY
LIBRARY

BOOKS, REPORTS, SPECIAL STUDIES

Author	Title	Issue	Page No.	Abstract No.
Albers, H. H.	Organized Executive Action	Spring	10	B-61-2
Amer. Mgt. Ass'n.	AMA Encyclopedia Of Supervisory Training	Spring	12	B-61-7
Amer. Mgt. Ass'n.	Optimum Use Of Engineering Talent	Summer	10	B-61-20
Amer. Mgt. Ass'n.	Simulation And Gaming: A Symposium	Summer	13	B-61-30
Barbash, J.	Labor's Grass Roots	Winter	8	B-61-47
Beaumont, R. A., Tower, J. W.	Executive Retirement And Effective Management	Autumn	10	B-61-34
Black, J. M.	Assignment: Management	Autumn	9	B-61-33
Black, J. M.	Developing Competent Subordinates	Summer	9	B-61-18
Bryson, G. D.	American Management Abroad	Winter	11	B-61-56
Bur. of Ind. Rels.	Personnel Management... New Perspectives	Winter	9	B-61-49
Bur. of Natl. Affairs, Inc.	Solving The Shortage Of Specialized Personnel	Winter	12	B-61-58
Chapple, E. D., Sayles, L. R.	The Measure Of Management	Spring	14	B-61-13
Chruden, H. H., Sherman, A., Jr.	Readings In Personnel Management	Winter	13	B-61-62
Cooper, J. D.	The Art Of Decision Making	Autumn	12	B-61-40
Conn. Mutual Life Insurance Co.	Human Problems In Management	Autumn	11	B-61-38
Bustan, J., Makanowitzky, B.	Training Managers Abroad	Autumn	12	B-61-42
Editors of CBNC	Basic Patterns In Union Contracts	Summer	13	B-61-28
Famularo, J. J.	Supervisors In Action	Spring	10	B-61-3
Feldmann, H. A.	How To Prepare A Personnel Policy Manual	Summer	10	B-61-19
Fleishman, E. A.	Studies In Personnel And Industrial Psychology	Autumn	9	B-61-31
Flippo, E. P.	Principles Of Personnel Management	Spring	10	B-61-1
Gilmer, B. Von H.	Industrial Psychology	Spring	12	B-61-9
Hardwick, C. T., Landuyt, B. F.	Administrative Strategy	Winter	10	B-61-54
Harrell, T. W.	Managers' Performance And Personality	Winter	8	B-61-46
Hart, W. R.	Collective Bargaining In The Federal Civil Service	Winter	9	B-61-51
Haynes, W. W., Massie, J. L.	Management: Analysis, Concepts, And Cases	Summer	12	B-61-26
Hegarty, E. J.	How To Build Job Enthusiasm	Summer	10	B-61-21
Hepner, H. W.	Perceptive Management And Supervision	Autumn	13	B-61-45
Houston, G. C.	Manager Development	Autumn	11	B-61-39
Jurgensen, C. E. and Others	Employee Performance Appraisal Re-examined	Summer	13	B-61-29
Kay, B. R., Palmer, S.	The Challege Of Supervision	Winter	13	B-61-61
Kennedy, J. R. and Others	Understanding The Employee As An Individual	Summer	12	B-61-25
Kindall, A. F.	Personnel Administration: Principles And Cases	Summer	9	B-61-16
Labor Relations Reporter Staff	Primer Of Labor Relations, 12th Edition	Summer	11	B-61-22
Laird, D. A. and E.	Practical Business Psychology, 3rd Edition	Spring	12	B-61-8
Langsner, A., Zollitsch, H. G.	Wage And Salary Administration	Winter	11	B-61-57
Likert, R.	New Patterns Of Management	Autumn	11	B-61-37
Mahoney, T. A.	Building The Executive Team	Winter	9	B-61-50
Maloney, P. W.	Management's Talent Search	Spring	11	B-61-4
Mann, F. D., Neff, F. W.	Managing Major Change In Organizations	Autumn	13	B-61-44
McGehee, W., Thayer, P. W.	Training In Business And Industry	Autumn	9	B-61-32
Miller F. B., Coghill, M. A.	The Historical Sources Of Personnel Work	Winter	10	B-61-52
Natl. Ind. Conference Board	Developing Better Managers: An Eight-Nation Study	Winter	12	B-61-59
Natl. Training Laboratories	Group Development (Selected Reading Series 1)	Winter	12	B-61-60
Newcomb, R., Sammons, M.	Employee Communications In Action	Spring	11	B-61-6
Odiorne, G. S., Hann, A. S.	Effective College Recruiting	Summer	9	B-61-17
Odiorne, G. S.	How Managers Make Things Happen	Autumn	10	B-61-36
O'Donnell, C. J.	Cases In General Management	Autumn	10	B-61-35
Petrullo, L., Bass., B. M.	Leadership And Interpersonal Behavior	Winter	8	B-61-48
Pigors, P. and F.	Case Method In Human Relations: The Incident Process	Summer	12	B-61-27

BOOKS, REPORTS, SPECIAL STUDIES
(Continued)

Author	Title	Issue	Page No.	Abstract No.
Proctor, J. H., Thornton, W. M.	Training: Handbook For Line Managers	Winter	10	B-61-53
Public Personnel Association	The Public Personnel Agency And The Chief Executive	Spring	13	B-61-12
Scott, W. D., Clothier, R. C., Spriegel, W. R.	Personnel Management. 6th Edition	Spring	11	B-61-5
Shepard, W. P.	Executives' Health Secrets	Winter	11	B-61-55
Staton, T. F.	How To Instruct Successfully	Winter	13	B-61-63
Strong, L.	Let's Get Down To Cases	Summer	11	B-61-24
Tannenbaum, R., Weschler, I. R., Massarik, F.	Leadership And Organization	Spring	14	B-61-15
Thayer, L. O.	Administrative Communication	Spring	13	B-61-10
Updegraff, C. M., McCoy, W. P.	Arbitration Of Labor Disputes	Spring	14	B-61-14
Walton, R. E.	The Impact Of The Professional Engineering Union	Summer	11	B-61-23
Whyte, W. F.	Men At Work	Autumn	13	B-61-43
Wolf, W. B.	The Management Of Personnel	Autumn	12	B-61-41
Yuzuk, R. P.	The Assessment Of Employee Morale	Spring	13	B-61-11

PERIODICAL ARTICLES

PERSONNEL ORGANIZATION, FUNCTIONS, STAFFING, COSTS

Author	Title	Issue	Page No.	Abstract No.
Bambrick, J. J.	Guidelines For Developing Workable Personnel Policies	Autumn	15	141-61
Buchanan, P. C., Mahler, W. R.	The Personnel Executive As A Specialist In Change	Autumn	16	142-61
Cassell, F. H.	Challenging Years For Personnel Planning	Summer	15	79-61
Clawson, H. J.	The Personnel Function -- A Practitioner's Appraisal	Spring	16	1-61
Corson, J. J.	What The Personnel Man Should Know About Organization	Autumn	16	143-61
Coyle, J. B.	Executive Development Plan For Personnel Directors	Spring	16	3-61
Dun's Review and Modern Industry	Cash In On Your Personnel Dollar	Spring	17	6-61
England, G. E., Nelson, R. J., Yoder, D.	Personnel Ratios And Workforce Characteristics	Winter	17	188-61
French, W., Elbing, A.	Predictions For Personnel And Industrial Relations In 1985	Winter	16	186-61
Henning, K. K., Masterson, T. R.	Redefining The Personnel Office's Job	Winter	17	189-61
Jackson, W. C.	The Personnel Activity Index: A New Budgeting Tool	Spring	16	2-61
Kruger, D. H.	Personnel Executive In Quest Of Professional Status	Summer	15	80-61
Kyte, A. L.	Personnel Administration -- In One Company	Winter	16	184-61
Lipstreu, O.	Personnel Management In The Automated Company	Spring	18	8-61
Mann, K. O.	Line And Staff In Personnel Administration	Spring	18	9-61
McCormick, E. J.	The Use Of Research In Personnel Decision Making	Winter	16	185-61
Miller, E. C.	Personnel Audit -- Gateway To The Future	Autumn	15	139-61
Nigro, F. A.	The Public Personnel Consultant Abroad	Spring	18	7-61
Odiorne, G. S.	Gearing Personnel Plans And Programs To Organization Needs	Autumn	15	140-61
Odiorne, G. S.	Personnel Administration And The Corporate Image	Spring	17	4-61
Tobin, A. J.	Appraising Personnel Administration	Summer	15	81-61
Walter, B. M.	Industrial Relations -- A General Survey	Autumn	16	144-61
Walter, B. M.	Industrial Relations Here And In Europe	Winter	17	187-61
Watters, A. F.	Personnel Management: Future Problems And Opportunities	Spring	17	5-61

EXECUTIVE AND MIDDLE MANAGERS: SELECTION, DEVELOPMENT, APPRAISAL

Argyris, C.	Puzzle And Perplexity In Executive Development	Summer	17	86-61
Austin, R. W.	Code Of Conduct For Executives	Autumn	18	150-61
Bennis, W. G.	Revisionist Theory Of Leadership	Summer	16	83-61
Davis, R. C.	Education For Business Management	Winter	18	192-61
Drucker, P. F.	How To Be An Effective Executive	Spring	20	14-61
Feinberg, M. R.	Performance Appraisal And Executive Morale	Summer	16	84-61
Gross, E.	Dimensions Of Leadership	Winter	20	197-61
Habbe, S.	Rating Managers In Terms Of Job Duties	Winter	19	193-61

HUMAN RELATIONS, MOTIVATION, AND MORALE (Continued)

Author	Title	Issue	Page No.	Abstract No.
Schiffer, R. L.	Some Guideposts For Administering Discipline	Spring	27	35-61
Scholz, W.	Salaried Employees: Challenge And Opportunity	Winter	23	207-61
Stewart, N.	A Realistic Look At Organizational Loyalty	Spring	26	32-61
Stewart, N.	Are They Ready For Change?	Winter	23	206-61
Tear, D. G.	How To Look At People	Spring	27	34-61
Trumbo, D. A.	Individual And Group Correlates Of Attitudes Toward Work-Related Change	Winter	24	208-61

RECRUITMENT, INTERVIEWING, SELECTION, PLACEMENT

Barber, E. S.	How To Plug Key Job Gaps -- With Your Own Employees	Spring	29	42-61
Bell, D. G., Wickham, O. P.	Employment And Training Of Technicians	Spring	28	39-61
Cassells, L., Randall, R. L.	Hire People Who Can Grow	Autumn	23	163-61
Deland, R.	How To Evaluate Job References	Spring	28	37-61
Deutsch, A. R.	Where Recruiting Ads Go Wrong	Winter	26	216-61
Friedman, J. J.	Pick A Pro For Overseas	Winter	25	212-61
Habbe, S.	Placement Directors View Training Programs	Spring	29	40-61
Janger, A. R.	What's In A Position Guide?	Winter	26	215-61
Jennings, E. E.	How To Teach Young Men To Work	Spring	29	41-61
Kelton, G.	Recruiting Scientific Personnel	Summer	26	112-61
Kilbridge, M. D.	Turnover, Absence, And Transfer Rates As Indicators Of Employee Dissatisfaction With Repetitive Work	Winter	25	211-61
Knudson, H. R., Jr.	Key Decisions In College Recruiting	Autumn	23	164-61
Lee, J. A.	How To Keep Bad Apples Out Of The Barrel	Summer	25	109-61
Management Record	The New Employee	Summer	25	110-61
Martin, G. C.	They Work By Touch	Winter	26	214-61
McNamara, W. J., Hughes, J. L.	Review Of Research On The Selection Of Computer Programmers	Spring	28	38-61
Oxley, G. M.	The Personnel Manager For International Operations	Winter	25	213-61
Rosa, E.	College Training For Office Management	Summer	25	111-61
Schuler, S.	How To Handle Job Feelers	Summer	26	113-61
Supervisory Management	Sometimes Separation Is The Answer	Summer	26	114-61
Weinstein, E.	Changing Physical Demands Of Jobs	Autumn	23	165-61

SALARY AND WAGE ADMINISTRATION, LABOR RELATIONS

Blum, A. A.	Collective Bargaining: Ritual Or Reality?	Winter	28	222-61
Buckingham, W.	The Human Side Of Automation	Spring	31	47-61
Canadian Personnel and Ind. Rels. Journal	Seniority And Ability	Spring	30	45-61
Dent, J. K., De La Paz, R.	Union Security And Management Attitudes	Summer	27	117-61
Doberstein, R. R.	Money And The Whole Man	Summer	27	115-61
Feinberg, M. R.	Implications Of Psychology In Labor-Management Relations	Autumn	24	167-61
Foster, K. E.	Global Plan For Salary Administration	Autumn	24	166-61
Henry, E. F. L.	Required: More Backbone In Labor Relations	Summer	28	120-61
Karpinsky, W.	What's Ahead In Collective Bargaining?	Spring	32	51-61
Management Methods	Four Ways To Pay Overtime For Salaried People	Spring	30	43-61
Moser, G. V.	Rules and Discipline	Summer	27	116-61
Patton, A.	What Is An Executive Worth?	Summer	28	119-61
Smith, D. W.	Fringe Benefits In Salary Administration	Summer	28	118-61

SALARY AND WAGE ADMINISTRATION, LABOR RELATIONS
(Continued)

Author	Title	Issue	Page No.	Abstract No.
Smyth, R. C.	Executive Compensation	Spring	31	46-61
Smyth, R. C.	The Pros And Cons Of Executive Stock Options	Winter	30	227-61
Sullivan, A. M.	Management's Fight Against "Technophobia"	Spring	32	50-61
Supervisory Management	Grievance Handling Where There Is No Union	Spring	30	44-61
Torrence, G. W.	The Budgeting Of Salary Increases	Spring	32	49-61
Van De Water, J. R.	Union Power And The White Collar Worker	Autumn	24	168-61
Walker, K. F.	Attitudes Of Personnel Officers Toward Industrial Relations	Winter	28	221-61
Worthy, N. B.	Pay Levels For Professional And Administrative Personnel	Spring	31	48-61

TESTS AND TESTING

Albright, L. E., Glennon, J. R.	Personal History Correlates Of Physical Scientists' Career Aspirations	Winter	31	231-61
Buel, W. D.	Validity Of Behavioral Rating Scale Items For Assessment Of Individual Creativity	Spring	38	68-61
Ebel, R. L.	Must All Tests Be Valid?	Winter	31	229-61
Flanagan, J. C.	Use And Abuse Of Intelligence Tests	Summer	32	132-61
Forehand, G. A., Guetzkow, H.	The Administrative Judgment Test As Related To Descriptions Of Executive Judgment Behaviors	Autumn	27	176-61
Gellerman, S. W.	A Hard Look At Testing	Summer	32	130-61
Greene, J. E., Sr.	Illustrative Uses Of The "Incomplete" Sentence Technique In Investigating Attitudes Of Middle Management	Autumn	27	177-61
Huff, D.	Personality Tests -- And How To Beat Them	Autumn	27	175-61
Kirchner, W. K.	Predicting Ratings Of Sales Success With Objective Performance Information	Spring	37	66-61
Lipsett, L.	Guideposts For Personnel Testing	Winter	31	230-61
McCann, F. E.	The Effect Of Tests	Spring	37	65-61
Rosen, N. A.	"How Supervise?"	Spring	38	67-61
Session, F. Q., Taylor, C. W.	In-Service Vs. Out-Service Administration Of Tests And Criteria	Spring	38	69-61
Smith, W. J.	Prediction Of Research Competence And Creativity From Personal History	Summer	32	131-61
Souerwine, A. H.	More Value From Personnel Testing	Spring	37	64-61

COMMUNICATION

Bell, J. R.	Putting Perspective Into Suggestion Systems	Autumn	26	172-61
Burnett, V.	Management's Tower Of Babel	Summer	31	127-61
Daniel, D. R.	Management Information Crisis	Autumn	26	173-61
Dilley, D. R.	Effective Conference Planning And Leadership	Winter	27	219-61
Froman, R.	Sharpen Your Logic	Summer	31	129-61
Froman, R.	Understand What You Hear	Winter	28	220-61
Keyes, L. C.	Profits In Prose	Spring	35	59-61
Laitin, Y. J.	How To Make Employee Attitude Surveys Pay Off	Summer	31	128-61
Maddison, A.	Free Press In Industry?	Winter	27	217-61
Nation's Business	Sell Your Ideas	Spring	36	61-61
Office Administration Service	How Connecticut General Uses An Induction Manual For New Clerical Employees	Autumn	26	174-61
Perigoe, J. R.	Communicating With An Organization's Internal Publics	Spring	36	62-61
Scheer, W. E.	Words	Winter	27	218-61

COMMUNICATION
(Continued)

Author	Title	Issue	Page No.	Abstract No.
Tyler, A. E.	Training In Written Communication	Spring	35	60-61
Van Voorhis, S. C.	Is Anybody Listening -- Now?	Spring	35	58-61
Ward, D. L.	Creative Thinking	Spring	36	63-61

MERIT RATING, PERSONNEL EVALUATION, COUNSELING

Blake, R. R., Mouton, J. S.	Power, People, And Performance Reviews	Autumn	25	171-61
Clark, G. D.	Creating The Conditions For Growth On The Job	Spring	33	53-61
Dailey, W. W.	Needed: A New Manifesto For Performance Evaluation	Summer	29	123-61
Dressner, H. R.	Set Your Own Pace To Success	Autumn	25	169-61
Hoppock, R.	Ground Rules For Appraisal Interviewers	Summer	29	121-61
Kopff, R. G.	Coaching And Counseling Managers	Summer	30	126-61
Kyte, A. L.	Motivating And Appraising Scientific Personnel	Summer	30	125-61
Mahoney, T. A., Woods, R. G.	Developing An Appraisal Program Through Action Research	Spring	34	57-61
Meyer, H. H., Walker, W. B.	Need For Achievement And Risk Preferences As They Relate To Attitudes Toward Reward Systems And Performance Appraisal	Autumn	25	170-61
Morton, R. B.	An Experiment In Performance Appraisal And Review	Summer	29	122-61
Odiorne, G. S.	Make Failure Help You	Spring	34	55-61
Souerwine, A. H.	Employee Appraisals	Spring	33	52-61
Stolz, R. K.	Can Appraisal Interviews Be Made Effective?	Spring	34	56-61
Torrence, W. D.	Personnel Appraisal -- A Management Control Tool	Winter	30	228-61
Tripician, J. F.	Face To Face -- Appraisal As A Communications Tool	Summer	30	124-61
Wright, M.	How You Can Help A Person Grow	Spring	33	54-61

TRAINING

Amer. Soc. of Training Dir.	Civil Defense Training	Autumn	28	179-61
Andrews, K. R.	Reaction To University Development Programs	Spring	39	70-61
Bates, R.	Who Says, "Go?"	Spring	39	71-61
Belman, H. S.	Premises Underlying The Establishment Of Professional Standards In The Field Of Training	Spring	40	73-61
Business Management	A Way To Test For Executive Ability -- The In-Basket Method	Winter	29	224-61
Cassels, L.	Eight Steps To Better Management	Spring	41	77-61
Crook, R., Wright, P.	Proof Of Training By The Game Approach	Autumn	29	183-61
Curtain, J. S.	Apprentice Training And Arizona's Manpower Challenge	Spring	39	72-61
Elliott, J. M.	A Checklist For Auditing The Management Development Program	Summer	33	135-61
Garland, C. G.	Orientation Of New Monthly Employees	Autumn	28	180-61
Hughes, J. L., McNamara, W. J.	The Potential Of Programmed Instruction	Winter	30	226-61
Kyle, J. D.	A Study Of Management Development In Small And Medium Size Companies	Summer	33	134-61
Lysaught, J. P.	Industrial Training Through Programmed Learning	Autumn	29	182-61
Margulies, S.	Industrial Use Of Teaching Machines	Autumn	29	181-61
Mellenbruch, P. L.	So This Is Modern Training?	Spring	41	78-61

Author	Title	Issue	Page No.	Abstract No.
Odiorne, G. S.	Training For Profit	Summer	33	133-61
Pennsylvania Railroad Co.	Performance Is The Test Of Training	Spring	40	74-61
Pierce, M. J.	How To Raise Management	Spring	41	76-61
Sheets, R. F.	A Philosophy Of Training	Winter	29	225-61
Solem, A. R.	Posting Problems Technique As A Basis For Training	Summer	34	136-61
Thomas, D.	The Case For Planned Development	Spring	40	75-61
Vroom, O. E.	Let's Face Realities In Developing Managers	Winter	29	223-61
Wiener, D. N.	Evaluation Of Selection For Management Development Program	Summer	34	138-61
Wiora, A. P., Trego, J. W.	An Experiment In Management Development	Summer	34	137-61
Zack, E. R.	An Integrated Approach To Management Development	Autumn	28	178-61

BENEFIT PLANS, PERSONNEL SERVICES, MISCELLANEOUS ACTION

Edmonds, M. E.	Company Military Leave Practices: A Review	Winter	33	237-61
Hall, H. R.	The Need For Politically Sophisticated Managers	Winter	33	236-61
Hickey, E. J.	Removing Fear From Retirement	Winter	32	233-61
Kerpen, M. C.	Spotlight On The Older Population	Winter	32	232-61
Kilgallon, J. J.	State Government Employment Of Scientific And Technical Personnel	Winter	34	239-61
Occupational Hazards	Look What's Happened To Compensation	Winter	34	240-61
O'Connor, R. J.	ES Serves Union And Employers	Winter	32	234-61
Ridge, A.	When Management Chooses Your Wife	Winter	33	235-61
Ross, I.	Thievery In The Plant	Winter	34	238-61

FEATURE ARTICLES

Dun's Review And Modern Industry	Needed: Tough Men In Business	Winter	3
Harvard Business Review	More Value From Personnel Testing	Spring	1
Personnel Journal	The Personnel Audit -- Gateway To The Future	Autumn	1
Personnel	Employee Apathy And Noninvolvement -- The House That Management Built?	Summer	1

EXHIBITS

Business Management	How -- And How Much -- To Pay Your Foreman	Winter	36
Journal of the American Society of Training Directors	Change In The Training Director's Job	Spring	42
Management Record	Explaining Salary Programs To Salaried Employees	Summer	35
Occupational Hazards	New Hazard: Office Machine Fires	Winter	38
Personnel Policies Forum	Industrial Health Programs	Autumn	30